



CITY OF SAN BRUNO

Community Services Department

**MEETING MINUTES
PARKS AND RECREATION COMMISSION
December 2, 2015**

1. **Chair Palmer** called the meeting of the San Bruno Parks and Recreation Commission to order at 6:32 p.m.
2. **PRESENT AT MEETING** – Commissioners: Chair Palmer, Vice-Chair Davis, Gonzalez, Greenberg, Nigel. Staff: Burns and Brewer. **EXCUSED:** Zamattia. **ABSENT:** Melendez
3. **ANNOUNCEMENTS:** Director Burns announced that the annual tree lighting was taking place on Thursday, December 3 at the Veterans Memorial Recreation Center. She also provided a copy of the Parks and Recreation Commission meeting schedule for 2016.
4. **PRESENTATIONS:** None.
5. **REVIEW OF AGENDA:** None.
6. **APPROVAL OF MINUTES:** **MSC Gonzales/Greenberg to approve the minutes of the September 16, 2015 meeting. Approved unanimously.**
7. **PUBLIC COMMENT:** **Joe Meyer, AYSO soccer board**, succeeded Greg Pierce as the AYSO field coordinator and wanted to meet and introduce himself to the Park and Recreation Commission.
8. **CONDUCT OF BUSINESS:**
 - a. **Report on the Status of Repairs to the Tennis Court Backboard and Swimming Pool Parking Lot Fence and Status on the Installation of the Gate Behind City Park:** Director Burns gave a status update on each of the repairs. The swimming pool parking lot fence replacement has been completed. The contractor hired to fix the tennis backboard had determined that extensive dry rot exists and that replacement of the internal structure is necessary. Staff will explore options for addressing budget constraints but plans to move forward. Director Burns also informed the commission that the installation of the gate behind City Park was in the 2015/2016 Parks Maintenance Budget and that the gate would be installed in January.
 - b. **Review and Input on Proposed Commodore Park Play Equipment Concept:** Director Burns presented a play equipment concept for the Commission's input and mentioned staff would recommend selection of Game Time because this was the same company that was used for the replacement of all other San Bruno

Parks from 2004-2006. She hoped to bring it to the City Council in January for final approval and have the equipment installed by April 2016. Renderings of the play equipment were included in the agenda packet and the Board gave positive feedback regarding the new equipment.

- c. **Discussion and Recommendations for Limiting Vehicle Access to Commodore Park and Greenberg Field:** In 2015, Staff brought forward an idea to the Commission on how to limit vehicle access to Commodore Park and Greenberg Field. The concept is to place bollards and trees. The Commission requested a second option; construction of a split rail fence. Director Burns commented that the bollards and trees would provide enough of a barrier to restrict vehicle access without making the park look restricted. Commissioner Davis said she liked the idea of the bollards over the fence and Chair Palmer agreed that the fence was not aesthetically pleasing and would rather see the bollards and trees. Commissioner Greenberg stated that she disagreed with the idea of bollards over a fence because she felt it did not prevent enough of a safety guard for kids running out of the park onto Cherry Avenue and that this particular concern had been brought to the Commission's attention a few years back with a letter from a resident. She wanted the extra safety that the fence would provide, especially on the Cherry Avenue side of the park. Director Burns wanted to clarify that the Commission was now talking about two separate concerns. The first issue being vehicles driving up the paved pathway and the second being children running out of the park on the Cherry Avenue side. Commissioner Davis recommended that Commissioner Greenberg meet with staff to come back with a solid idea of what areas of park needed to be fenced. Director Burns agreed to meet with Commissioners Palmer and Greenberg along with Parks Supervisor Dan Barros, before the next meeting in January. Commissioner Gonzalez asked if there was money in the budget for this project and Director Burns replied that it would be in the proposed 2016/2017 budget. Commission agreed to bring this back in the January agenda.
- d. **Input from Commission Regarding Alternatives for Modifying the Park Inspection Program:** Commissioner Davis recommended the Commission provide a clear checklist for the inspection program in order to make an accurate assessment of what needs to be addressed at San Bruno parks and facilities. She also noted that the Commission needed to bring to the Council's attention the Veterans Memorial Gymnasium's need for a good cleaning and getting heat into the gymnasium. Chair Palmer agreed with the idea of a checklist and suggested they add this item to the January agenda when they can come back and prioritize the checklist for staff in order to build into capital and operating budget. Commissioner Greenberg agreed with the idea of the checklist but suggested it become a quarterly goal for the Commission, and that their main priority for the checklist should be safety. Commissioner Nigel and Commissioner Davis agreed with safety being the main priority and Commissioner Davis added cleanliness as another priority they need to address. Commissioner Gonzalez asked if the gym clean-up will need to wait a year to be added to the new budget and Director Burns replied that painting the gym was in the current year's capital improvement budget but has to go through bidding process but that would it would happen in the current fiscal year. The Commission agreed to bring back modifications for the Park Inspection Program in early 2016.
- e. **Selection by Commission of Subcommittees' Lead Commissioner:** Director Burns requested the Commission appoint a spokesperson for each subcommittee. Chair Palmer recommended that the chair or vice-chair of the

Commission be responsible for keeping in contact with the subcommittees in order to ensure timely reporting and that this role should be added to the Commissioner's Handbook.

9. **REPORT FROM COMMISSIONERS:** Commissioner Gonzalez mentioned that she and Commissioner Greenberg had supported Chair Palmer during his annual report presentation to the City Council. She also share how much she enjoyed the ice rink at San Mateo Central Park and would like staff and the Commission to look into doing that at City Park. Commissioner Greenberg wanted to remind the Commission that they still needed to look for someone to fill the Youth Representative position and that she was going to promote the vacancy with the Capuchino Interact Club. Commissioner Greenberg also requested that the port a potty at Pacific Heights Park be replaced yearly. Director Burns replied that she would look into it and report back to the Commission. Commissioner Davis apologized for her lack of attendance at the meetings in 2015 and told the Commission it was due to a big project at work. Commissioner Gonzalez asked when Greg Pierce's position would be filled and Director Burns replied the process was underway. Director Burns informed the Commission about a report brought to City Council by the Community Foundation that was framework on how the \$70 million dollars would be spent in San Bruno. \$15 million would go towards programs and scholarships while the remaining \$55 million would be allocated to Capital facilities that the residents had requested. She also informed the Commission that the Earl/Glenview process would begin in early 2016 and that the new activity guide was to come out the following week.

10. **AGENDA BUILDING:**

- Continuation of discussions to limit vehicle access at Commodore Park
- Modifications to the annual park inspection program

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:12 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno